

ER-4-3319

## CONFIDENTIAL

Security Information

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10 July 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Estimate for Renovation of [ ] Warehouse Building  
for Use as Interim Records Center

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1. With reference to memorandum dated 16 June 1953 from [ ] to the Acting Deputy Director (Administration) in regard to the use of the [ ] Warehouse as an interim Records Center and commenting on the Staff Study of this Office dated 5 June 1953, subject: Additional Space for Records Center, we now find that the renovations necessary to the Cinder Block Building of the [ ] Warehouse will cost approximately \$3175.00.

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2. The renovations include those which have been required by the Security Office pending probable construction of a satisfactory Agency Records Center at the [ ]. The latter proposal will be submitted in the near future for consideration by the Acting Deputy Director (Administration) and the Project Review Committee.

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3. The research activity of the Office of Communications is retaining its space on the [ ] property pending the construction of the Research Laboratory at the [ ] which has already been approved by the Project Review Committee and is estimated to be available on or about 1 March 1954. Assuming that our proposal for the construction of a Records Center will be favorably considered and approved by the Project Review Committee and the Director, the Records Center should be ready for occupancy on or about 1 June 1954. In the meantime, the total rent for the [ ] property, based upon a new lease which began on 1 July 1953, is \$22,938.00 per annum. Of this, the land is estimated at about \$7200.00 of which the Cinder Block Building (CIA owned) occupies approximately one-half, or the rent on a per annum basis, therefore, would be approximately \$3600.00.

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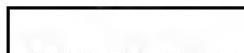
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4. Your approval accordingly is requested to obligate \$3175.00 for renovations and to expend such sums for rent as may be required beyond the period of occupancy by the Office of Communications of not in excess of \$3600.00 per annum for the land on which the proposed interim Records Center is located.

SIGNED

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Chief, General Services Office

APPROVED:

/s/ L.K. White  
Acting Deputy Director (Administration)

DATE: 10 July 1953

✓ DD/A Chrono  
DD/A Subject